
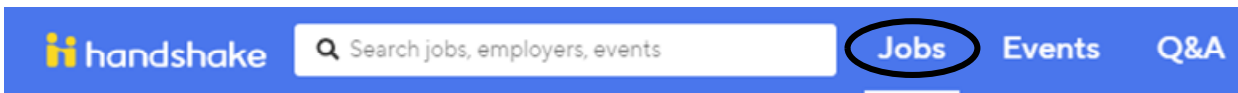


## SUMMER 2020 VITERBO STUDENT EMPLOYMENT APPLICATION INSTRUCTIONS

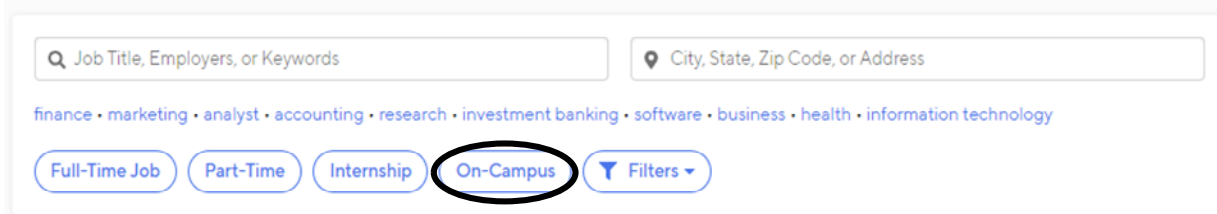
Go to <http://www.viterbo.edu/career-services> and click on the Handshake log on the main page. 

Log into Handshake using your Viterbo email and password. If you are new to Handshake, the system will prompt you to fill out your profile.

Once you are logged in, click on “Jobs” in the top menu



Choose “On-campus” from the menu below the search bar.



Review summer on-campus positions and apply for those that interest you by following the application instructions in Handshake.

When hired, your supervisor will complete the bottom portion of the application form and will return the signed form to the Financial Aid Office. Electronic signatures are acceptable.

NOTE: Supervisors can email completed form to [dmmazzola@viterbo.edu](mailto:dmmazzola@viterbo.edu)

**Summer 2020**  
**Viterbo Student Employment Application**

**Student Section**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Expected Grad Date: \_\_\_\_\_

Number of Hours per Week you are available to work: \_\_\_\_\_

Are you available to work May – August? Yes      No

If “No”, what are available dates? \_\_\_\_\_

Have you had Summer Employment or Federal Work-Study before? Yes      No

If “Yes”, in what departments? \_\_\_\_\_

My electronic signature below certifies that I will be a continuing Viterbo student or will be a new student in the Fall of 2020. I understand that because Summer Employment is funded by the University and not Federal dollars, completion of an application does not guarantee a job; and hiring will be done by individual supervisors based on interviews and available hours.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Section**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Number of hours per week above student is hired for: \_\_\_\_\_

Work Date Range: \_\_\_\_\_

My electronic signature below certifies I have been in contact with the above student and have agreed upon the weekly hours and work range listed.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_